



UMZIMVUBU LOCAL MUNICIPALITY

VACANT POSITIONS **NOTICE NO: 13/2023/2024**

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio-economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

OFFICE OF THE MUNICIPAL MANAGER

MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER FIVE-YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R915 483,66 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Degree in Public Administration, Public Management or Equivalent • Computer literacy • Minimum of 3-5 years relevant working experience in Local Government Environment • Valid drivers' licence (minimum code B) • Extensive knowledge and understanding of MFMA and applicable Municipal Legislations • Strong supervisory and interpersonal skills • Good communication and report writing skills.

KEY PERFORMANCE AREAS: - Identifies and defines the immediate, short and long term objectives/plans associated with the provision of administrative support to the Municipal Manager's Office • Align and implement key legal requirements with respect to upholding the image and/ or maintaining positive perceptions of the municipality • Manage the personnel functions, allocate and prioritize outcomes • Manage financial controls and provide information to support financial planning • Manage the coordination of municipal programs and government departments.

DIRECTORATE: INFRASTRUCTURE & PLANNING

MANAGER: PROJECT MANAGEMENT FIVE-YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R915 483,66 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Bachelor of Science in Civil Engineering, Project Management Certificate • Computer literacy • Minimum of 3-5 years relevant working experience • Valid drivers' licence (minimum code B) • Professional Registration with engineering professional Body (ECSA) • Extensive knowledge of local government legislations and regulations • Strong supervisory and interpersonal • Good communication and report writing skills.

KEY PERFORMANCE AREAS: - Identify and define the immediate, short and long term plan/ objectives associated with infrastructure roads and building maintenance • Direct and control outcomes associated with utilisation, productivity and performance

of personnel within the section • Develop capital and operating estimates and control expenditure against the approved budget allocations and monitor risk management functions • Lead the execution of contract and project execution management functions • Control the professional, technical and operational outcomes with respect to core service delivery related projects • Disseminate functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints • Manage and control the provision of electrification to the community at large • Lead the provision of Social Facilitation management function and administration management function to support proper administration.

DIRECTORATE: CORPORATE SERVICES

**INTERN: SOUND GOVERNANCE X1
ONE (01) YEAR FIXED TERM CONTRACT
STIPEND: R 48 027, 24 PER ANNUM**

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/ National Diploma Public Management or equivalent qualification • Communication Skills and fluent in English • Computer literacy • Knowledge of Local Government and other spheres of Government

KEY PERFORMANCE AREAS:- Assist in the Divisional Units: Records/ Registry, Committee Services and Customer Care • Provide administration support and render secretariat duties • Record and update files in accordance with established referencing sequence • Co-ordinate meeting related logistics.

DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION

**INTERN: SPECIAL PROGRAMMES X1
ONE (01) FIXED TERM CONTRACT
STIPEND: R 48 027, 24 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/ National Diploma in Social Science, Public Management, Administration, Developmental Studies or equivalent qualification • Computer Literacy • Communication Skills • A good command of the English language

KEPERFOMANCE AREAS: - Facilitating of Municipal Programmes with those of Provincial and National Capacity building of local forums • Coordinate events to celebrate special days • Effective participation on SPU Programmes • Monitoring of Special Programmes projects.

All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents on or before the interviews. An application form is obtainable from our website: www.umzimvubu.gov.za or from any of our municipal offices. All applications should be hand delivered to Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to Recruitment@umzimvubu.gov.za.

NB: Failure to submit documents listed above will result in disqualification. Background screening will be done to shortlisted candidates.

Applications for the Internship must be accompanied by proof of residence obtained from Ward Councillor.



People with disability are encouraged to apply

Enquiries: Amanda Masentse (039) 255 8500/8562.

Closing date: 11 July 2024

Time: 15H00

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

MR. G.P.T. NOTA
MUNICIPAL MANAGER

18/06/2024
DATE

